

City of Burien

**BYLAWS OF THE BURIEN BUSINESS AND ECONOMIC  
DEVELOPMENT PARTNERSHIP**

These bylaws are established pursuant to City of Burien Ordinance No. 258 adopted on June 7, 1999 by the Burien City Council.

ORGANIZATION AND RULES OF PROCEDURE

**1. Committee Name**

- a. The official name of the advisory board is the City of Burien Business and Economic Development Partnership as per Ordinance No. 114 adopted in 1995.
- b. The Burien Business and Economic Development Partnership will be referred to as the Partnership in this document.

**2. Business Office**

- a. The official seat and business office of the Partnership is Burien City Hall.

**3. Officers**

The officers of the Partnership shall consist of a Chair and a Vice Chair.

- a. The Chair shall preside over the Partnership and shall retain the right to propose and vote on motions.
- b. The Vice Chair shall, in the absence of the Chair, assume all of the Chair's rights and duties.
- c. If the Chair and Vice Chair are both absent from any meeting, the members present may elect a temporary Chair who shall assume all of the Chair's rights and duties.
- d. Officers shall be elected annually in April, or during odd numbered years, the first meeting in or after April following the City Council's biannual confirmation of new board members.
- e. The term of service for Chair or Vice Chair is one year. A member may not serve as Chair for two consecutive terms.
- f. The Economic Development Manager of the City of Burien shall serve as secretary to the board.

**4. Meetings**

- a. The Partnership shall meet at least once each month at a regularly established meeting time and location. Additional meetings may be held at the request of the

Chair, a majority of the Partnership members or City Councilmembers, the City Manager or the Economic Development Manager.

- b. Proper notice must be given for the addition or cancellation of any meeting. All meetings shall be conducted in accordance with the Washington State Public Meetings Act.

## **5. Attendance**

- a. A Partnership member may be excused from a meeting by providing notice to the Chair, Vice Chair or staff.
- b. In the event any Partnership member has unexcused absences from three or more consecutive meetings, the Partnership shall notify the City Council and may request that the City Council appoint a replacement for that member.

## **6. Conduct of Business**

- a. Except as provided by these rules and regulations and the laws of the City of Burien, the most recent version of Robert Rules of Order, Revised, will govern the conduct of all board meetings.
- b. The Partnership encourages public input.

## **7. Agenda and Minutes**

- a. A copy of the agenda and prior minutes will be sent to each member at least three working days prior to the date of a meeting, and the agenda and minutes will be included in the city council meeting packets.
- b. A staff person will be responsible for the minutes of all meetings. All minutes will be forwarded to the City Clerk and be made part of the permanent record.

## **8. Partnership/City Council Relations**

- a. Any Partnership action that requires City Council approval shall be submitted in writing to the City Council for review or action. The City Council of the whole shall render decisions on Partnership recommendations and actions.

## **9. Conflict of Interest**

- a. Any Partnership member having a direct interest in, or who would personally benefit from, any activity or decision before the Partnership must disclose this interest and, if deemed appropriate by that member or required by law, refrain from voting on the matter at hand.

## **10. Amending Bylaws**

- a. The Partnership may recommend to the City Council amendments to these bylaws by the affirmative vote of the majority of the whole Partnership, if notice of the proposed amendments is contained in the notice of the meeting.